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Risk Reduction and Environmental Stewardship— Remediation Services

Desk Instruction

for Standard Layout for Feature Data Proof Sheets

Revision Log

<i>Revision No.</i>	<i>Effective Date</i>	<i>Prepared By</i>	<i>Description of Changes</i>	<i>Affected Pages</i>
R0	01/23/02	Harry Plannerer	New Procedure	All
R1	04/30/2004	Harry Plannerer	Project name change; changes in position titles; subtitle added to proof sheet; expansion of disclaimer statements. Does not require re-training.	All

Standard Layout for Feature Data Proof Sheets

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Standard Layout for Feature Data Proof Sheets

1.0 PURPOSE

This Desk Instruction (DI) describes the components of a map layout that should be visible in feature data proof sheets.

2.0 SCOPE

This DI is a guidance document and should be implemented by all RRES Remediation Services Project (RRES-RS) personnel who create proof sheets when complying with RRES-RS quality procedure QP-5.10, “Change Control for Spatial Features.”

3.0 REFERENCES

RRES-RS personnel should become familiar with the contents of the following documents to properly implement this DI.

- Quality Management Plan for the Los Alamos National Laboratory Risk Reduction and Environmental Stewardship — Remediation Services Project located at http://erinternal.lanl.gov/home_links/Library_proc.shtml
- QP-2.2, Personnel Orientation and Training
- QP-5.10, Change Control for Spatial Features

4.0 GLOSSARY OF DEFINITIONS

Note: A glossary of definitions can be located on the RRES-RS internal homepage at <http://erinternal.lanl.gov/WritingGuide.shtml>.

5.0 RESPONSIBLE PERSONNEL

The following personnel are responsible for activities identified in Section 6.0 of this procedure.

- RRES-RS/ECR personnel
- GIS technician
- Supervisor

6.0 PROCEDURE

6.1 **RRES-RS/ECR personnel** who create proof sheets in the course of complying with quality procedure QP-5.10, "Change Control for Spatial Features," create them to the specifications below.

6.1.1 Medium

6.1.1.1 Ensure that the medium for a proof sheet is multi-purpose coated paper or vellum.

6.1.1.2 Select the size of the proof sheet from one of the standard ANSI designated sizes below:

ANSI A 8.5 inches x 11.0 inches

ANSI B 11.0 inches x 17.0 inches

ANSI C 17.0 inches x 22.0 inches

ANSI D 22.0 inches x 34.0 inches

ANSI E 34.0 inches x 44.0 inches

6.1.1.3 Whenever possible, orient the medium with a landscape orientation.

6.1.1.4 Ensure that all sheets of the proof set are the same sheet size.

6.1.2 General Layout

6.1.2.1 The proof sheet should have one half- to three quarters-inch margins that remain blank; the margin should be separated from all other layout features with a rectangular line.

6.1.2.2 The features displayed in the layout should include

- ♦ the proof sheet title, subtitle and SUID;
- ♦ the view frame;
- ♦ the sheet number and the total number of sheets in the proof set if there is more than one sheet to the proof set;
- ♦ the legend frame;
- ♦ scale, projection, datum, contour interval and north direction arrow;
- ♦ the source statements;

- ♦ the name of the GIS technician who is responsible for creating the proof sheet;
 - ♦ the date the proof sheet was created;
 - ♦ RRES-RS specific statements;
 - ♦ an index map; and
 - ♦ one or more optional logos.
- 6.1.2.3 Confine all layout features, other than the view frame, to a region forming a single column placed against the right margin border; this region is referred to in this desk instruction as the “right column.”
- 6.1.2.4 Spatial features and text in the view frame may be represented in color, as will corresponding symbols of the legend. With the exception of the logo, all other layout features should be black against the white of the medium.
- 6.1.3 Proof Sheet Title, Subtitle and SUID
- 6.1.3.1 The proof sheet title is the Theme Change Title as it appears on the Spatial Theme Change (STC) Form (QP-5.10).
- 6.1.3.2 Center the title at the top of the right column.
- 6.1.3.3 The proof sheet subtitle consists of the words "Proof Sheet for" followed with the Sequential Unique Identification (SUID) as it appears on the Spatial Theme Change (STC) Form (QP-5.10).
- 6.1.3.4 Center the subtitle with SUID directly beneath the title in the right column.
- 6.1.4 View Frame
- 6.1.4.1 Ensure that the view frame dominates the layout and is positioned against the lower left margin corner.
- 6.1.4.2 A labeled projection grid, enclosed in border lines, should surround the view frame. Labels for the grid display the measures for false easting and false northing in units of US feet in accordance with the projection parameters. The selected grid should form a minimum of four intersecting lines or tick marks within the view frame.
- 6.1.5 Sheet Numbers
- 6.1.5.1

- 6.1.5.2 If the proof set consists of more than one sheet, provide the sheet number and total number of sheets for the proof set.
 - 6.1.5.3 Place the sheet number and total number of sheets for the proof set either below the subtitle or with the RRES-RS specific statements.
- 6.1.6 Legend
 - 6.1.6.1 Position the legend for the view frame in the right column, below the subtitle and above the scale bar.
 - 6.1.6.2 Ensure that the legend provides a graphic representation for all features presented in the view frame along with a brief description for the representation.
 - 6.1.6.3 Label the legend frame as "Legend."
- 6.1.7 Scale, Projection, Datum, Contour Interval and North Direction Arrow
 - 6.1.7.1 Ensure that the single scale bar, the scale fraction, text statements for projection and datum, and the north direction arrow closely reside together in a region of the right column located below the legend but above the source statements.
 - 6.1.7.2 Should the view frame display hypsography, state the contour interval for the hypsography directly below the text statements for projection and datum.
- 6.1.8 Source Statements
 - 6.1.8.1 Provide a source statement for each theme presented in the view frame. A source statement for the new or revised feature data is also expected.
 - 6.1.8.2 Ensure that the source statement identifies the theme, the organization that owns and or stewards the theme, the scale at which the data was intended to be displayed and analyzed, the version of the theme, should a version identifier exist, and the time stamp provided to the theme creation.
 - 6.1.8.3 Label the source statements with either "Source Statements" or "Data Sources."
- 6.1.9 RRES-RS Specific Statements
 - 6.1.9.1 Locate the name of the GIS technician who is responsible for creating the layout, the date the layout was created, and the GIS technician's map number below the source

statements and separate them from the source statements with a space or with the index map (section 6.1.10).

- 6.1.9.2 Place the following text below the layout creation date and separated from it with a space:

Los Alamos National Laboratory
Remediation Services Project
Risk Reduction and Environmental Stewardship
Division
Los Alamos, New Mexico 87545

This map was created for work processes conducted by or for the personnel of the Remediation Services Project. All other uses for this map are disclaimed. Users are solely responsible to confirm data accuracy

Disclaimer. Neither the United States Government nor the University of California nor any of their employees, makes any warranty, express or implied, including the warranties of merchantability and fitness for a particular purpose, or assumes any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately owned rights.

6.1.10 Index Map

- 6.1.10.1 Place the index map in the right column either between the source statements and the RRES-RS specific statements, or below the RRES-RS specific statements.
- 6.1.10.2 At a minimum, ensure that the index map displays the LANL boundary and a representative indicator for the map extents of the view frame.
- 6.1.10.3 Label the representative indicator for the view frame map extents in the index map; A leader line may be applied between the label and the representative indicator.
- 6.1.10.4 Ensure that the index map has a frame border.

6.1.11 Logo

Display of the Los Alamos National Laboratory, Risk Reduction and Environmental Stewardship Division, and or RRES-RS logos is optional. Should one or more logos be displayed they should be presented in the vicinity of the RRES-RS specific statements.

7.0 RECORDS

No records are generated as a result of implementing this DI.

8.0 TRAINING

All users of this DI are trained by reading the desk instruction; documentation of training is not necessary.

9.0 ATTACHMENTS

None

[Using a token card, click here to record "self-study" training to this procedure.](#)

If you do not possess a token card or encounter problems, contact the RRES-ECR training specialist.